



lacounty)

# BEACH MAINTENANCE SUPERVISOR

(<http://agency.governmentjobs.com/lacounty/jobs/1213454&sharedWin>)  
  
 **APPLY**

**Salary** ⓘ \$47,843.04 - \$62,748.00 Annually **Location** ⓘ Los Angeles County, CA

**Job Type** Full time

**Department** BEACHES AND HARBORS

**Job Number** I0378I

**Closing** 10/30/2015 5:00 PM Pacific

DESCRIPTION

BENEFITS

QUESTIONS

## Position/Program Information

### DEPARTMENT OF BEACHES & HARBORS

#### EXAM NUMBER:

I0378I

#### FIRST DAY OF FILING:

OCTOBER 13, 2015 at 8 a.m. (PST)

#### LAST DAY OF FILING:

October 30, 2015 at 5 p.m. (PST)

#### TYPE OF RECRUITMENT:

Interdepartmental Promotional Job Opportunity

**(Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.)**

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.

- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

**DEFINITION:**

Supervises staff responsible for maintaining and sanitizing a section of County beaches including restrooms, parking lots, landscape and sand.

**CLASSIFICATION STANDARDS:**

Positions allocable to this class are found in the Department of Beaches and Harbors and are characterized by their full supervisory responsibility for a staff, including Grounds Maintenance Workers, Medium Truck Drivers, Refuse Truck Helpers and Drivers, and Utility Tractor Operators, that maintains a geographic section of County beaches. Incumbents receive administrative and technical supervision from a Beach Maintenance District Manager.

**Essential Job Functions**

- Supervises a crew of Grounds Maintenance Workers, court referrals, general relief workers, and Sheriff's inmates who clean beach facilities, including restrooms, stairs, access ways, bike paths, and parking lots.
- Supervises equipment operators, including Refuse Truck Helpers and Drivers, Medium Truck Drivers and Utility Tractor Operators, in the removal of dirt and debris, the construction and maintenance of sand berms, and the raking and sanitizing of beaches; insures the performance of preventive maintenance on off-highway equipment and vehicles, and reports any equipment problems.
- Supervises the installation and removal of sand fencing and sand bagging.
- Supervises the removal of dead animals and floating debris.
- Supervises the maintenance of tools and equipment.
- Orders materials, supplies, and equipment.
- Maintains records and makes reports.
- Monitors the work of private sector service contractors and prepares reports on any contract violations.
- Participates in the work of a crew as needed.
- Drives a Department vehicle to and from various work locations on and off road, transports Grounds Maintenance Workers, court referrals, general relief workers, and Sheriff's inmates as needed.

**Requirements**

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:**

Two years grounds maintenance experience at the level of Grounds Maintenance Worker II\*, cleaning and maintaining beaches and landscape areas, beach parking lots, restrooms and facilities.

**LICENSE:** A valid California Class C Driver License is required to perform job-related essential functions.

**Successful applicants for the positions that require driving must obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR (4) OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO (2) YEARS WILL NOT BE APPOINTED.**

**PHYSICAL CLASS:**

3 - Moderate.

**SPECIAL REQUIREMENT INFORMATION:**

\*Experience at the level of Grounds Maintenance Worker II in Los Angeles County includes performing the full range of grounds maintenance tasks, having a working knowledge of horticultural techniques, the ability to train others in the use of grounds maintenance equipment and techniques, and serving as a technical lead for grounds maintenance workers.

**Verification of Experience Letters (VOEL)** will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification.

**Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**IMPORTANT NOTES:**

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION**.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

## Additional Information

### EXAMINATION CONTENT

**PART I:** A Written Test weighted at 70% that includes computerized as well as paper and pencil components covering Supervision, Clerical, Prioritizing, Writing, Reading Comprehension, Interpersonal Skills, Decision Making, Problem Solving, Independence, Thoroughness, and Teamwork.

- Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.
- This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.
- WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates who pass the written test with a score of 70% or higher will be eligible to proceed to the structured interview (Part II).

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov> (<http://hr.lacounty.gov>)

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>  
(<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>)

While these practice materials will help in preparing for the test, we advise you to review **ALL** related materials that you deem necessary.

**PART II:** A Structured Interview weighted 30% covering Professional & Technical Knowledge, Supervision, Oral Communication, Adaptability & Flexibility, Integrity & Honesty, and Stress Tolerance.

**Applicants must meet the minimum requirements and must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.**

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing score in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

**VACANCY INFORMATION:**

The eligible list resulting from this examination will be used to fill vacancies in the Department of Beaches & Harbors, Operational Services Division, Northern District.

**AVAILABLE SHIFT:**

Any

**APPLICATION AND FILING INFORMATION:**

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

**ADA Coordinator Email:** klent@bh.lacounty.gov

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Kyle Lent

**Department Contact Phone:** (310) 827-0816

**Department Contact Email:** klent@bh.lacounty.gov

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Agency	Address	Website
County of Los Angeles	*****	http://hr.lacounty.gov (http://hr.lacounty.gov)
	Los Angeles, California, 90010.	

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